

# ADMISSION AND ORIENTATION

## Inmate Handbook



FEDERAL BUREAU OF PRISONS  
FEDERAL CORRECTIONAL INSTITUTION  
THREE RIVERS, TEXAS

JUNE 30, 2009

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Dan Joslin, Warden

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Rachel Chapa	AW Programs
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A. Noble	Chaplain
J. Simo	Computer Services Manager
S. Bruno	Supervisor of Education
S. Hislop	Employee Services Manager
T. McCue	Facility Manager
S. Kullenberg	Controller
G. Olson	Food Services Administrator
Vacant	Health Services Administrator
L. Kaufman	Chief Psychologist
G. Torres	Supervisor of Recreation
R. Burns	Safety Manager
C. Kerns	Jim Wells/Karnes Unit Manager
A. Miller-Kelley	Live Oak/McMullen Unit Manager
Vacant	Camp Unit Manager
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# **Inmate Information Handbook**

## **Federal Correctional Institution Three Rivers, TX**

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**INMATE INFORMATION HANDBOOK**  
**FEDERAL CORRECTIONAL INSTITUTION**  
**Three Rivers, TX**

**Introduction**

The purpose of this handbook is to provide incoming inmates with general information regarding the Three Rivers Federal Correctional Institution. It is not a specific guide to the detailed policies of this institution and the Bureau of Prisons but, hopefully, will assist you in understanding and adjusting to institution life at FCI Three Rivers.

**Intake, and Admission and Orientation**

**Orientation**

All newly committed inmates are required to attend the Institution Admission and Orientation (IAOP) Program, immediately after their arrival. Information presented during this program will provide you with specific services, policies, rules, regulations and procedures currently in effect at this institution.

Upon your release from Receiving & Discharge, you will be assigned to one of the four housing units on the compound. You will go through a unit A&O lecture which enables you to meet your unit team.

**Unit Management, Unit Sanitation, and Unit Programs**

**GENERAL FUNCTIONS OF UNIT STAFF**

**Classification Teams (Unit Teams)**

This institution utilizes the Unit Management System. A Unit is a self-contained inmate living area that includes housing sections and office space for Unit Staff. Each Unit is staffed by a Unit Team directly responsible for those inmates living in the Unit. The Unit Staff offices are located in the Unit so staff and inmates are accessible to each other. The Unit Staff will include a Unit Manager, Case Manager, Counselor, and a Secretary. When available, the Staff Psychologist, Education Advisor and Unit Officer will sit as members of the Unit Team.

**Unit Manager:** The Unit Manager is the administrative head of the general Unit and oversees all Unit programs and activities. He or she is a Department Head at the institution and has a close working relationship with the other departments and personnel. The Unit Manager serves as chairperson of the Unit Team. He or she reviews all team decisions and ordinarily chairs the Unit Discipline Committee.

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. The Case Manager is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to the Unit Staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community.

**Correctional Counselor:** The Correctional Counselor provides counseling and guidance for the inmates of the Unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of the Unit program and is a voting member of the Unit Team. The Counselor is the individual to approach for daily problems. They hold major responsibilities for the security, safety, and sanitation of the Unit. The Counselor is a frequent member of the Unit Discipline Committee.

## **GENERAL FUNCTIONS OF UNIT STAFF (Cont.)**

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties within the housing Units.

**Unit Officer:** The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the Unit. Unit Officers are in constant contact with inmates in Units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her Unit assignment.

### **Communications**

Generally, the resolution of issues or matters of interest to you while at this institution will most appropriately be initiated by the Unit Team. Your team members will be available to assist you in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while incarcerated. The Unit Staff will be at the institution weekdays from 7:30 A.M. to 9:00 P.M. and during the day on weekends and holidays. The Unit Team members normally will schedule their working hours in such a manner that one of them will be available when you are not working. The unit bulletin board contains written communications of interest to you. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communications.

### **Program Reviews**

Program Reviews will be held every 90 to 180 days. These are held by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc.

## **DAILY INMATE LIFE**

### **Cell Assignments**

Upon entering a new unit, you will be assigned to a Unit A&O cell. The Unit Team will monitor your arrival in the Unit and place you in a regular cell according to the date you arrived in the Unit. If you are placed in the Special Housing Unit for disciplinary reasons, you will be placed at the bottom of the waiting list for a regular cell upon your release back to your Unit.

### **Sanitation**

It is your responsibility to check your living area immediately after being assigned there, and to report all damage to the Correctional Officer or Counselor. You may be held financially liable for any damage to your personal living area. You are responsible for making your bed in accordance with regulations before work call (including weekends and holidays when you leave the area). You are also responsible for sweeping and mopping your personal living area, to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out. **IN ORDER TO AVOID THE RESTRICTION OF AIR-FLOW BETWEEN 7:30 A.M. AND 4:00 P.M. NO "DRAFT DODGERS" (towels or any item that blocks the bottom of the door) ARE ALLOWED AND/OR THE VENTS ARE NOT BE COVERED. NO PICTURES OF ANY KIND ON THE WALLS.**

Each cell is assigned one plastic chair per inmate for use. These chairs are not to be altered in any way. If the chair is written on or found to be altered, you may face disciplinary sanctions, to include restrictions from the chair. All personal property, i.e. commissary items must be kept in your locker. Authorized photos may be displayed only in authorized picture frames or photo albums. Inmates will be allowed to place two (2) photographs (in frames no larger than 8" x 10") on top of their lockers. **NO OTHER ITEMS MAY BE PLACED ON TOP OF OR OUTSIDE OF THE LOCKERS EXCEPT FOR CLOTHES HANGING IN THEIR APPROPRIATE PLACE AND SHOES UNDER THE BED.**

## **DAILY INMATE LIFE (Cont.)**

### **Sanitation (cont.)**

Calendars will be kept only in your assigned locker.

No cardboard boxes of any type are allowed in your rooms.

You are required to read the Unit Bulletin Boards and/or information television daily.

Orderlies work 40 hours per week and are responsible for the Unit sanitation. However, you are responsible for cleaning up after yourself. Trash and wastebaskets are to be emptied prior to 7:30 A.M. each day.

### **Personal Property Limits**

Items which you may retain are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated in the Units.

**Storage Space:** Storage space in most Units consists of an individual locker and desk for both inmates. Locks may be purchased in the institution commissary. You will be permitted to have one (1) locker. Under no circumstance will any materials be allowed to accumulate to the point where they become a fire, sanitation, security, or housekeeping hazard.

**Legal Materials:** You will only be allowed to maintain legal materials which are necessary for current, ongoing legal actions as long as the legal materials can be neatly stored in your assigned locker.

**Hobbycraft Materials:** All items must be authorized by the Education/Recreation Department. No complete hobbycraft item will be authorized to remain in the Unit. All completed items must be approved through the Recreation Department and mailed home via an Authorization to Mail Package form. These completed items will be mailed out through the Recreation Department on Sundays from 6:00 PM to 8:00 PM only. While enrolled in the leather craft program, inmates are allowed to keep one leather project in the unit, any other hobbycraft projects in the housing Unit will be subject to confiscation exception of those items previously approved for inmates who are enrolled in the Unit Art program. You may not produce or make any art forms for staff and/or other inmates, their families or friends. Paints, dyes, stains and glues are not to leave the hobby shop area.

**Commissary Items:** You will have ample opportunity to make commissary purchases weekly. You can not have commissary items in excess of the commissary spending limits as outlined in the Institution Supplement entitled "Inmate Personal Property," and that will not fit in your locker. You are not permitted to exchange or engage in any form of bartering. Immediately following the purchase of Commissary items, the purchaser must sign the Commissary sales slip. All purchases must be checked for proper fit, quantity, etc. prior to exiting the Commissary sales window. Once the inmate purchaser has signed the sales slip and departed from the Commissary, all sales are final.

**Food Storage:** Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers may not be used as drinking or storage containers and are to be thrown away.

**Letters, Books, Photographs, Newspapers and Magazines:** Excessive amounts of newspapers, magazines or letters will not be allowed to accumulate in an inmate's living area. No more than six (6) periodicals of any type are permitted. The total number of letters will not exceed the amount which can be stored neatly in the locker provided. Exceptions can be made for legal materials pertaining to on-going litigations with verifiable Court deadlines and educational materials for on-going educational courses.

## **DAILY INMATE LIFE (Cont.)**

### **Personal Property Limits (Cont.)**

**Sports and Musical Equipment:** A limited amount of sports equipment may be maintained in the Unit: two handball gloves, six tennis balls, and six handballs. The Recreation Department will maintain quantities of musical instruments which will be issued on a check out system.

**Radios and Watches:** You may not own or possess more than one (1) approved walkman type radio with a headset with a declared value of no more than \$100.00 and one (1) watch with declared value of no more than \$100.00. Proof of ownership through Form BP-383(58) and/or commissary receipts will be required. You must mail home any watch or radio in your possession prior to the purchase of another watch or radio. Radios with a tape recorder and/or tape player are not authorized.

**Jewelry, Religious Items, Medals:** Plain (smooth) wedding bands with no stones are permitted. Religious articles such as Bibles, Koran, and other articles of specific religious significance not valued more than \$100.00 may be retained by you after approval by the Chaplain.

### **Unit Regulations**

**SMOKING OR ANY TOBACCO PRODUCTS ARE NOT PERMITTED IN ANY AREA OF THE INSTITUTION.**

**IN ADDITION, BE ADVISED THAT THE UNAUTHORIZED POSSESSION, MANUFACTURE, OR INTRODUCTION OF ELECTRONIC ITEMS, AND COMPONENTS OF ELECTRONIC ITEMS, SUCH AS MP3 PLAYERS, CHARGERS, CELL PHONES, AND SIM CARDS, ETC., CONSTITUTES A PROHIBITED ACT UNDER THE INMATE DISCIPLINE SYSTEM. SUCH UNAUTHORIZED POSSESSION, MANUFACTURE, OR INTRODUCTION MAY BE SANCTIONED AS, AMONG OTHER THINGS, A CODE 108, POSSESSION, MANUFACTURE, OR INTRODUCTION OF A HAZARDOUS TOOL, OR CONDUCT WHICH DISRUPTS AND INTERFERES WITH THE SECURITY OR ORDERLY RUNNING OF A BOP FACILITY.**

You are entirely responsible for your room and will be held responsible for any contraband found in your room.

All rooms will be cleaned and ready for inspection by 7:30 A.M. and must remain that way until the end of the work day at 4:00 P.M.

Footwear (shoes, shower shoes or tennis shoes), pants and/or gym shorts and a shirt will be worn at all times when the inmate is not in his assigned room. Blue travel shoes will be turned in to the Laundry when safety shoes are issued by the Laundry. Shower shoes will **not** be worn outside the housing Unit. **While sleeping, no headgear of any type or sleeping caps will be allowed.** During normal working hours (7:30 A.M. until 4:00 P.M.) Monday through Friday inmates will wear the proper clothing. This means no shorts or bathrobes will be worn in the unit unless you are in your room or off duty. Proper clothing is defined as a shirt, trousers and shoes. Sweat suits can be worn during the normal workday in the unit and on the yard provided the inmate is off duty for the day. **Sweat suits are not to be worn in the dining room at the noon meal Monday through Friday.**

Showers will be open during the hours of 6:00 A.M. to 7:30 A.M., and from 4:30 P.M. to 9:15 P.M. (**STRICTLY ENFORCED**) during the weekdays. On weekends and holidays, the showers are available from 6:00 A.M. until 9:15 P.M. **SHOWERS USED DURING NORMAL WORKING HOURS WILL BE CLEANED BY THE INMATES USING THEM.** Showers should be limited to 15 minutes to afford everyone the opportunity to shower. Inmates will not be counted while in the shower.

There will be no yelling in the Unit and/or slapping of dominoes, etc., in all areas of the Unit. The television rooms will remain off-limits Monday through Friday from 7:30 A.M. until 4:00 P.M. (holidays excluded) except for inmates on vacation, days off or evening workers. No other inmates will be authorized to use the televisions.

Inmates watching television at the time viewing ceases are responsible for cleaning the television area.

## **DAILY INMATE LIFE (Cont.)**

### **Unit Regulations (Cont.)**

#### **Wake-up**

Generally, the wake-up time for all inmates at FCI Three Rivers is at 6:00 A.M. The Unit is called to breakfast by the Lieutenant. The Unit Officer will announce breakfast when notified, and Control Center will announce "last call." You will be given a reasonable amount of time to leave the Unit if you desire breakfast. It is your responsibility to report to work on time. Late sleepers who do not maintain their rooms or arrive to work on time are subject to disciplinary action.

#### **Call-outs**

Call-outs are a scheduling system for appointments, which includes hospital, dental, educational, team meetings and other activities. They are posted each day on the Unit bulletin boards and/or informational television after 4:00 P.M., on the day preceding the appointment. It is your responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. If you do not show up on time for a call-out you are considered "out-of-bounds" and are subject to an incident report. If you are in need of routine medical attention, you ordinarily will have to go to the Hospital that morning between the hours of 6:15 A.M. and 6:45 A.M. and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

#### **Inmate Dress**

Khakis must be worn from 7 AM to 4 PM, Monday thru Friday except for holidays. Shirts must be tucked in while on the compound between 7 AM and 4 PM. **THE COMPOUND BEGINS AND ENDS AT THE ENTRY WAY OF YOUR HOUSING UNIT.** The only exception is when you are going to the recreation yard from the housing unit. Then sweats may be worn but the shirt must be tucked in. NO inmate may enter any building except recreation without Khakis on. Inmates will not be allowed to exit the housing units wearing shower shoes.

## **PROGRAMS AND SERVICES**

### **Commissary, Laundry, Trust Fund, and ITS**

#### **Commissary and Trust Fund Accounts**

Inmate funds are retained by the institution in a trust fund, from which you may withdraw money for personal spending in the institution Commissary, for family support, or other approved purchases. Accumulated institutional earnings and money sent from outside sources are given to you upon your release, or may be mailed home. You may check on the balance of your account by or utilizing the telephone (*TRUPHONE*) system, or TRULINCS computers located in each housing unit.

#### **Deposits to Accounts**

Deposits to commissary accounts from outside sources will be made through the mail. Deposits may be made in the form of Western Union, Money Orders, U. S. Treasury Checks, and State *and local Government Checks*. Deposits must be mailed to the following address and following manner: Federal Bureau of Prisons

Inmate Name  
Inmate number  
P.O. Box 474701  
Des Moines, Iowa 50947-0001



## **Commissary, Laundry, Trust Fund, and ITS (Cont.)**

### **Deposits to Accounts (Cont.)**

All negotiable instruments must reflect your committed name and register number. Any negotiable instrument which does not contain this information will be **returned to the sender**. Any funds sent to the institution will be **returned to the sender**.

### **Spending Limitations**

Your Commissary Spending Limitation is set at **\$290.00. You may not have in your possession commissary sale items exceeding the maximum allowable amount of \$290.00 per month.** The \$290.00 spending limit will be divided bi-weekly at \$145.00 from the 1<sup>st</sup> thru the 15<sup>th</sup> and from the 16<sup>th</sup> thru the end of the month. Any inmate on FRP Refuse Status will have a Spending Limitation of \$25.00 a month. Any money in your possession will be confiscated and you will be subject to disciplinary action. During the Christmas/New Year Holiday season, the spending limit will increase by fifty dollars (\$50.00). The increased spending limit for each inmate will be in effect for no more than one validation period.

Commissary sale schedules are based on the Sanitation/Custody Meal rotation schedule.

*Sales are conducted from 06:15 A.M. through 07:15 A.M. and again from 10:00A.M. until the Noon meal is closed.* Commissary operates on a digiprint identification system. On your first day to shop, you will need your Commissary I.D. You will then be digitally processed for a thumb print which will act as your identification for shopping purposes. A notification of the change in commissary schedules will be issued to the inmate population.

### **Inventory**

The Commissary will be closed the last full week of March and September for inventory. The inmate population will be notified of the closure date.

The following rules will be enforced by the commissary staff.

1. All sales are final. All concerns must be addressed before departing the sales area.
2. After purchase, defective items with a warranty will be handled through the manufacturer's return or replacement policy.
3. Your commissary list must be completed prior to shopping.
4. Balances will not be checked during sales.
5. No **EATING, DRINKING OR LOITERING** in the Commissary Sales area.

### **Trust Fund Withdrawals**

Withdrawals from Trust Fund accounts can be made using the TRULINCS computers. The Unit Manager must approve all withdrawals from your Trust Fund account sent to outside agencies, family members or persons.

Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00.

### **Photo Project**

Each inmate is allowed to purchase 10 photo vouchers a week. Photo vouchers are to be used by the inmate purchasing the voucher and can not be used by any other inmate for any other reason(s). Inmates violating this procedure are subject to disciplinary action.

## Commissary, Laundry, Trust Fund, and ITS (Cont.)

### **Laundry**

### **Clothing and Linen Exchange**

#### **AUTHORIZED BEDDING AND MISCELLANEOUS SUPPLIES**

1. One mattress (furnished by the Unit)
2. Two sheets
3. One pillow (furnished by the Unit)
4. Two bath towels/two wash clothes
5. One blanket or enough to suffice comfort under existing conditions

#### **AUTHORIZED ISSUED INSTITUTIONAL CLOTHING ALLOWED**

1. One belt
2. Three each of white T-shirts
3. Three pairs of grey socks
4. Three pairs of khaki pants
5. Three khaki shirts
6. Three pairs of boxers
7. **One pair of work boots or authorized Medical footwear**
8. One coat (seasonal)
9. One laundry bag

#### **RELEASE OR TRANSFERRED FROM THIS INSTITUTION:**

All institutional issue must be returned to the laundry 1 DAY prior to transferring or released from this institution.

**Shortages/Lost or Stolen Property:** The inmate will bring a COP-OUT to the Laundry Supervisor signed by the Unit Officer, verifying the inmate's request of missing items.

**Institution Issued Clothing:** Failure to properly maintain these items will result in the individual being charged for the cost of their replacement which includes loss by theft.

#### **SCHEDULE FOR SOILED INSTITUTIONAL CLOTHING**

MONDAY thru THURSDAY      DURING BREAKFAST MEAL    (ONLY)

Institutional clothing are the only items allowed to be laundered in the Laundry.

\*\* NO personal items are allowed to be laundered in the Laundry

#### **SCHEDULE FOR PICK UP OF CLEAN INSTITUTIONAL CLOTHING**

MONDAY thru THURSDAY    11:00 A.M. - 12:15 P.M. (ONLY)

**Commissary, Laundry, Trust Fund, and ITS (Cont.)**

**CLOTHING EXCHANGE**

**JIM WELLS AND KARNES UNIT - WILL EXCHANGE ONLY ON THE 2<sup>ND</sup> WEDNESDAY OF EACH MONTH. 11:00 A.M. - 12:15 P.M.**

**LIVE OAK AND McMULLEN UNIT - WILL EXCHANGE ONLY ON THE 4<sup>TH</sup> WEDNESDAY OF EACH MONTH. 11:00 A.M. - 12:15 P.M.**

**BOOT EXCHANGE**

1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each Month 11:00A.M. - 12:15PM

**ALL TRANSACTIONS AT THE LAUNDRY WILL REQUIRE AN I.D. CARD**

Hygiene Kits which contain the following: toothbrush, razors, and 3 in 1 shampoo, are provided by the laundry and handed out on Mondays between 11:00 AM and 12:15 PM

**Inmate Telephone System (ITS)**

Except during Official Counts, inmate telephones are available from 6:30 A.M. until 11:30 P.M.

There are telephones at this institution for inmate use. These telephones operate on the Inmate Telephone System III (TRUPHONE). The TRUPHONE system is a direct dial/collect call, debit system, which allows inmates to place local, long distance, and international telephone calls. Inmates are billed for the telephone calls through their ITS account. A copy of all direct dial rates for telephone calls is located in the Housing Units.

Inmates may transfer funds from their Commissary account to their ITS account by using the inmate telephone located in their housing unit. This may be done at any time. Policy allows inmates to make one phone call every 30 minutes. However, for inmates housed in general population at FCI Three Rivers, there is no limit in the number of phone calls you can make on the inmate telephones. You are expected to limit your calls to no more than fifteen (15) minutes. Not only are longer calls expensive for the person you are calling, but there are other inmates who wish to use the phone. Chairs will not be used while on the phone.

Telephones are to be used for lawful purposes only. **Every telephone call, except an approved legal call, is subject to monitoring and recording.** Any extortion, threats, conversations violating Bureau regulations (such as planning introduction of contraband, escape plans, running a business, etc.) may result in disciplinary action and/or criminal prosecution. You must contact your Unit Staff to arrange an unmonitored attorney telephone call.

Telephones may not be used to conduct a business. Three way calls are not permitted when using the Inmate Telephone System. You are subject to disciplinary action if you are found to be placing three-way calls. Also, any telephone call which can not be immediately deducted from your telephone account is not permitted. The following numbers are prohibited, 1-800, 1-888, 1-900, and 1-976 type telephone calls are not permitted. These types of telephone numbers may not be placed on your telephone account.

Staff assisted calls may be arranged for those inmates who have demonstrated need and who have no means of obtaining funds necessary to finance telephone calls. However, free telephone calls are not provided. In emergency situations, you may get with Religious Services.

The ITS does not affect the way in which telephone calls are placed in the Special Housing Unit. Inmates in the Special Housing Unit are authorized to use the ITS, however, on a restricted basis. All telephone calls made using the Inmate Telephone System are subject to monitoring and recording.

## **Commissary, Laundry, Trust Fund, and ITS (Cont.)**

### **ITS (cont.)**

There are telephones located in each housing unit. No third party or credit card calls are authorized.

Legal calls are defined as those calls made to the same persons or agencies listed in the Special Mail section. To make a legal call, contact your Unit Counselor or Unit Manager. Legal calls may be provided in the event the inmate can provide documentation that he does not have time (i.e., a court suspense date) to process or complete the action needed through regular mail channels. The calls must be made collect or your attorney can call the institution and arrange with the Unit Counselor a time in which you can be present to receive the attorney's call. Legal calls made by inmates on unmonitored phones will be visually supervised.

### **Inmate Telephone Operation Schedule:**

#### **Monday - Friday**

6:30 A.M. - 10:30 A.M.	1 phone per unit is on
10:30 A.M. - 12:30 P.M.	All phones are on
12:30 P.M. - 3:30 P.M.	1 phone per unit is on
3:30 P.M. - 4:00 P.M.	All phones are off (Count)
4:00 P.M. - 9:00 P.M.	All phones are on
9:00 P.M. - 9:30 P.M.	All phones are off (Count)
9:30 P.M. - 11:30 P.M.	All phones are on
11:30 P.M. - 6:30 A.M.	All phones are off

#### **Saturday, Sunday and Holidays**

6:30 A.M. - 9:30 A.M.	All phones are on
9:30 A.M. - 10:00 A.M.	All phones are off (Count)
10:00 A.M. - 3:30 P.M.	All phones are on
3:30 P.M. - 4:00 P.M.	All phones are off (Count)
4:00 P.M. - 9:00 P.M.	All phones are on
9:00 P.M. - 9:30 P.M.	All phones are off (Count)
9:30 P.M. - 11:30 P.M.	All phones are on
11:30 P.M. - 6:30 A.M.	All phones are off

### **Job Assignments**

All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. The Inmate Work Assignment Committee makes the assignments each Friday. Job changes will appear on the change sheet each day.

Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, Recreation Yard or in a Maintenance Shop. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. At this institution, UNICOR has a waiting list for factory employment.

Once you have completed A&O and are medically cleared, you will be placed in work detail. You will be assigned by institutional need. Once you have been assigned on a job detail, you must remain on that detail 90 days before requesting a job change.

## **Federal Prison Industries Inc. - UNICOR**

UNICOR Three Rivers is an upfit operation for various DOJ law enforcement agencies. The upfit operations job skill requirements are as follows: electrical/welding/automotive experience. UNICOR Three Rivers also operates a Fleet Management Call Center, which supports a DOJ-wide mandate on record keeping of the entire motor fleet.

There are many different job opportunities available to anyone interested in learning a trade. There is three (3) waiting lists for employment. (List #1) Prior Unicor Work Experience, (List #2) Financial Responsibility Program ( Fines over \$1,000.00) and (List # 3), which is a Non-Prior working list. Please submit an "Inmate Request to Staff Member" (Cop-out) to **UNICOR Production Controller, Mr. D.Kaz** to be placed on the appropriate list. Position assignments and pay grades are determined by availability, the inmate's interests and his ability.

### **Food Service**

Inmates are provided nutritiously appealing meals at FCI Three Rivers. Self-service meal operations for general population inmates may include features such as salad bars, special diet options and pork-free meal programs.

### **Dress Code for the Dining Hall**

Shoes, socks and shirts with sleeves are required in the dining room. Shirts must be buttoned and tucked into your trousers. Headgear, unless provided for approved religious practice is not authorized. Sunglasses are not authorized in the Dining Hall. Sandals and shower shoes are prohibited unless medically prescribed. Athletic type shorts, sweat suits and warmups, which are neat and clean in appearance, may be worn on weekends, holidays, breakfast, and after the 4:00 P.M. count.

### **Dining Hall Policies**

1. Inmate dress code will be followed at all times.
2. When finished eating, you must take your tray and utensils to the tray room to be cleaned.
3. Inmates will not interrupt ("break" or "skip") in the serving line.
4. **No food of any kind will be allowed out of the dining hall.**

### **Education Programs**

The Education Department provides Federal inmates the opportunity to partake in **General Education Development programs**, occupational training programs, parenting programs, adult continuing education programs, post secondary education programs and a variety of leisure-time activities.

By policy, with minor exceptions, all federal prisoners **who are United States citizens and** do not have a verified General Education Development or a high school diploma must enroll in the Literacy Program for a minimum of 240 instructional hours or until a GED is achieved, whichever occurs first. Upon completion, a GED Diploma from the State of Texas will be issued. All inmates in federal institutions must attend the Literacy Program except: a) pretrial inmates; b) inmates committed for the purpose of study and observation under the provisions of 18 U.S.C. 4205(c) or, effective November 1, 1987, 18 U.S.C. 3552(b); c) sentenced aliens with a deportation detainer; d) other inmates who, for good cause, the Warden may excuse from attending the Literacy Program; and e) those already possessing a verified GED or High School Diploma. Inmates may ask to be released from this program after 240 hours. However, inmates requesting not to be enrolled in the GED program after completion of their mandatory time are subject to the provisions of the VCCLEA and/or the PLRA. The VCCLEA mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, must participate in and make satisfactory progress toward attaining a General Educational Development (GED) credential to vest earned Good Conduct Time (GCT). The PLRA provides that, in determining GCT Awards, the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.

## **Education Programs** (Cont.)

For the purposes of 18 U.S.C. 3624, an inmate subject to the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) or the Prison Litigation Reform Act of 1996 (PLRA) shall be deemed to be making satisfactory progress toward earning a GED credential or high school diploma unless and until the inmate receives a progress assignment confirming that: (a) The inmate refuses to enroll in the literacy program; (b) The inmate has been found to have committed a prohibited act that occurred in a literacy program during the last 240 instructional hours of the inmate's most recent enrollment in the literacy program; or (c) The inmate has withdrawn from the literacy program. All promotions in Federal Prison Industries and institution assignments beyond the entry level grade are contingent on successful completion of the Literacy Program. Exclusions to VCCLEA/PLRA requirements are as follows:

Effective December 5, 2005, the Bureau amended its rules on Good Conduct Time by reevaluating the "satisfactory progress in a literacy program" provision of the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) and/or the Prison Litigation Reform Act of 1995 (PLRA) for aliens with confirmed orders of deportation, exclusion, or removal. This rule will exempt inmate aliens with confirmed orders of deportation, exclusion, or removal from the "satisfactory progress in a literacy program" provision of the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) and/or the Prison Litigation Reform Act of 1995 (PLRA). This means that inmate aliens who have confirmed orders of deportation, exclusion, or removal, but do not have a high school diploma or GED, will not need to demonstrate satisfactory progress toward earning a GED credential to be considered for the full benefits of GCT.

There are Vocational Training programs available to those who have a High School Diploma or a GED. Please submit requests for enrollment to the Education Department. Adult Continuing Education classes and Parenting classes are provided to allow inmates to further develop and maintain skills of study and to strengthen family interaction. The curriculum for Adult Continuing Education is established by results of surveys completed by the inmate population. The goal of the ACE program is to provide relevant and interesting classes to as much of the inmate population as possible. The Bureau does not pay for college level courses. Many courses are available through correspondence. Inmates may request permission to enroll in College correspondence courses. Registration and all fees associated with the course are the inmate's responsibility. Please see the Education Department for questions concerning Education programs and/or services.

## **Recreation Programs**

**Recreation Unit Programs:** Only inmates with written authorization, from the Recreation Department, are allowed to have hobby craft materials and registered projects in their Unit locker. **Paints, dyes, stains and glues are not to leave the hobby shop.** Pens, pencils, markers, and yarn/string are the only approved items allowed in the Unit, completed projects are to be mailed through recreation within seven days of completion. Inmates enrolled in the leisure leather craft program may request written authorization to take one leather project to the housing unit, however, you are not allowed to take any type of chemical to work on your leather project.

**Musical Program:** Inmates are allowed to purchase one harmonica through a Special Purpose Order. An SPO order for a harmonica may be filled out on Sunday between 1:00 and 3:00 P.M. in the Leisure Center and delivered to recreation staff. The Leisure Center has acoustic guitars, accordions, and percussion instruments available for inmate use in the Leisure Center. Sentry Based Beginner and Intermediate Music Classes (guitar, accordion) are offered throughout the year. To be considered for enrollment, you need to submit an "Inmate Request to Staff Member" to the Recreation Department when the class announcement is posted by recreation staff.

**Hobby Craft Program:** Hobby Craft Programs available are Wood (sticks, dowels), Leather, Beads, Crochet/Knitting, and Art. These programs are located in the Leisure Center. Materials for these programs are ordered through the commissary via Special Purpose Order or out of the commissary. Sentry based Art/Hobby Craft Classes are offered throughout the year. Supplies for classes will be provided by the department. To enter one of these programs submit an "Inmate Request to Staff Member" along with a copy of your visiting list. The list is used for mailing out projects. Hobby Craft rules are strictly enforced according to Program Statement 5370.10 "Inmate Recreation Programs," dated June 25, 2008. **Inmates in FRP Refuse Status are not permitted to participate in this program.**

## **Recreation Programs (cont.)**

**Leisure and Fitness Programs:** The following programs are available; Walk Club, Bike Club, Stair Master Club, Aerobics, Ab class, Yoga, and Health Promotion Disease Prevention Program. These programs are open on a continued basis. Beginners and Intermediate Acoustic Guitar and Art classes are available on a 12-week basis. To be considered for enrollment, you need to submit an “Inmate Request to Staff Member” to the Recreation Department. By enrolling in the Fitness programs, you are entitled to use the fitness equipment during non-business hours. If you want to use the equipment, the leisure center is open to all inmates from 6:45 AM to 10:30 AM, Monday through Friday and from 7:30 AM to 9:30 AM on Saturdays, Sundays and holidays. The equipment is then available to Wellness Program inmates only from 11:00 AM to 3:10 PM and from the recreation move to 8:30 PM, Monday through Friday and from 11:00 AM to 3:30 PM and from the recreation move to 8:30 PM on Saturday, Sundays and holidays. **If you wish to enroll in a Fitness Class you need to report to the Leisure Center the First or Third Saturday of the month between 12:00-1:00 p.m. At that time you will fill out a Fitness Center Orientation Form and select the fitness program you wish to enroll in. You will then go through a physical fitness assessment.**

**Intermural Sports:** The following sports leagues are offered throughout the year; softball, basketball, flag football, soccer, volleyball. Recreation Staff member supervising the sports leagues will make the determination to announce the league as an open league, unit concept or draft. Announcements for the league will be posted throughout the institution explaining the sign-up procedures. All participants must abide by the Code of Conduct/Rules. Violators will receive sanctions.

All times, schedules programs, activities, procedures, rules, Code of Conduct are subject to change throughout the year due to security, to ensure the orderly running of the institution, department needs or due to staff coverage.

## **Psychology Programs**

The Psychology Department is located on the back of Jim Wells B Unit. The institution employs Psychologists to provide mental health services for inmates. Among some of the services provided by the Psychology Staff are Crisis Intervention, individual and group therapy, Drug Treatment Programs, Relapse Prevention Groups, Psycho-Educational Programs (e.g., Anger Management, Stress Management, Communication Skills). For an appointment to see the psychologist regarding a mental health issue, send an “Inmate Request to Staff Member” to the Psychology Department, then watch the call-out sheet for your appointment day and time. If you have an emergency mental health problem, request a Staff Member to call the Psychology Department for an immediate appointment.

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts. See the Hand out: **Sexually Abusive Behavior Prevention & Intervention**. What is sexual abuse/assault? According to the Federal Bureau of Prisons (BOP) Program Statement 5324.06, Sexually Abusive Behavior Prevention & Intervention Programs, Inmate-on Inmate Sexual Abuse/Assault is: one or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Staff-on-Inmate Sexual Abuse/Assault is: engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmates genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

## **Drug Abuse Programs**

The Bureau employs a five-component Drug Abuse Program (DAP) treatment strategy which includes: Screening and Referral, AA/NA, Drug Abuse Education, Non-Residential Drug Abuse Treatment, Residential Drug Abuse Treatment (RDAP), and Follow-up Services.

**AA/NA:** Alcoholics Anonymous/Narcotics Anonymous is held on Wednesdays (2 p.m. in the FCI). Anyone may attend. Religious Services oversees this program. Contact Religious Services for questions.

**Drug Abuse Education:** You will be required to take drug education classes: (1) If you have a Judicial recommendation for any type of drug treatment; (2) If you have returned to BOP as violator of supervised released or parole for drug or alcohol abuse; ~~or~~ (3) If your instant offense involved drug or alcohol use; or (4) There is a history of alcohol or drug use. According to Program Statement 5330.10, Section 2.36(e) (dated March 16, 2009), *“If inmates considered for placement...refuse participation, withdraw, are expelled, or otherwise fail to meet attendance and examination requirements...they are not eligible for performance pay above maintenance pay level (Grade 4), or for bonus pay, or for vacation pay.”* The acquisition of positive life skills is viewed as the means through which participants can change the negative thinking and behavior patterns which led to their drug use and criminality in the past. Submit a request to your Case Manager if you are interested in Drug Abuse Education.

**Non-Residential Drug Abuse Treatment:** Available to those who do not meet the admission criteria or are waiting for the Residential Drug Abuse Program, received detoxification from alcohol or drugs upon entering the BOP, or have been found guilty of an incident report for use of alcohol or other drugs. Submit a request to Psychology or sign-up on the bulletin board outside of Psychology.

**Residential Drug Abuse Program:** To apply, submit a request to Psychology or sign-up on the bulletin board outside of Psychology. Selections for up-coming groups are prioritized by projected release dates. ***Interviews for the 500 hour Residential drug abuse will not occur until 36 months of GCT release.*** Inmates with less than 24 months remaining on their sentence will not have sufficient time remaining on their sentence to complete the program. Interviews will be announced on the daily call out. An inmate who was sentenced to a term of imprisonment pursuant to the provisions of 18 U.S.C. Chapter 227, Subchapter D for a **non-violent offense**, and who is determined to have a documented substance abuse problem, successfully completes a Residential Drug Abuse Program during his or her current commitment, and successfully completes **Follow-Up Services** **may be** eligible, in accordance with paragraph (a) of this section, for early release by a period not to exceed 12 months. Early release is based on the length of sentence.

**Psychology Groups:** Depending upon staffing, groups such as Anger Management, Stress Management, Attacking Anxiety, and Communication Skills will be offered. Notices will be posted in the housing units when these classes are offered.

**Counselor Groups:** Unit counselors offer Thinking for a Change and Victim Impact classes under the direction of the Psychology Department. Apply directly to your unit counselor or through the Psychology Department.

### **Counseling Activities**

There are many alternatives for inmates who have personal problems and desire to address them. These options include stress management and other voluntary correctional groups. In addition, the institution has professional staff as resources who are trained in the various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of your needs, but participation in such activities is voluntary. Unit Staff are available for informal counseling sessions and they conduct formal group counseling activities.



## **Pre-Release Programming**

The Release Preparation Program is designed to assist you in preparing you for release. You will be given aid in developing plans for your personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with the U.S. Probation Officers, other agencies and employers are available.

## **Religious Programs**

There are a wide variety of Religious Programs offered at FCI and SCP Three Rivers. Faith groups authorized by the BOP are allotted time and space for worship and study on a weekly basis. Currently the institution has **fourteen** groups actively meeting. Please refer to the Chapel Schedule for your religious preference meeting times. The department also has a number of volunteers who lead services and study sessions on a regular basis.

Each inmate is given the opportunity to declare a religious preference; however, your individual religious preference does not preclude you from participating in any of the regularly scheduled or special Chapel programming. Although your individual religious preference does allow you to be approved for authorized work proscriptio days and participation in an annual ceremonial meal. All requests for authorized programming must be submitted in writing on the **Religious Event Worksheet** to the Chapel. This worksheet may be picked up in the Chapel. Chapel staff do not automatically include inmates as authorized participants for holy day celebrations based on Sentry designations. To request a religious preference change, a written request to Chapel staff is required.

In addition to specific worship and study time, the Religious Service Department offers a wide variety of materials for spiritual enrichment. There is a video library available for the population during their leisure time. The department has one classroom dedicated for video viewing. You are required to use your personal headphones to take advantage of this program along with your I.D. to check out a video. Furthermore, there is a Chapel classroom dedicated as a general library with reference books, audio tapes, and other materials some of which are available for check-out. Please consult Chapel staff for more details.

All religious headgear and medallions are available for purchase via SPO (special purchase order). Inmates who desire to purchase religious headgear must first seek approval from Chapel staff. For other religious property including religious medallions and necklaces, authorized vendor catalogs are available in the Chapel to select an item of your choice.

A special religious diet is available to approved inmates following an interview process. If you are approved for the Common Fare Diet, a special food tray will be available during regular meal times. If you are not approved, the interview process may begin again after six months.

In the case of a serious illness or death of an immediate family member, your family should be informed to call the institution as soon as possible with the emergency information. The institution phone number is 361-786-3576. It is your responsibility to pass this information onto your family, so if there is an emergency, the notification can be processed according to policy and procedures. Once the emergency is verified, the Chaplain may assist an inmate with counseling and possibly a phone call to appropriate family members. In the case of a immediate family member death, the Chapel staff will be available to facilitate the process of receiving a recording of the funeral/memorial service.

On a monthly basis (third Thursday of each month) the Chapel conducts a Life Connections Orientation class for those interested in the Life Connections program. You will be watching a short video about this program during A&O.

Both Chaplains and the Religious Services Counselor work at least two evenings a week. During these evening programming times, you may come to the Chapel and speak with them to address any concerns.

## **Health Services**

### **PHILOSOPHY OF MEDICAL CARE:**

The primary purpose of this information is to introduce you to Health Services Department, to explain the process by which to obtain medical care, and to provide you with basic patient education. Please refer to this manual whenever you have questions regarding medical care. While you are incarcerated, access to medical care is a right, not a privilege. Medical care will never be withheld from you for disciplinary reasons. Medical complaints are taken very seriously by staff, and you will always be cared for in a timely and professional manner. You should understand at the onset, however, that malingering or faking illness cannot and will not be tolerated. A disciplinary procedure is in effect for those who choose, for whatever reason, to fake illnesses or injuries.

Our prime objective is to promote good health, and to provide health care comparable to that available in the community. In order for this system to work well, your cooperation is required. Medical staff are very conscious of medical ethics and responsibilities. They will treat you with respect and dignity. In return, we expect you to treat the medical staff as the professionals they are. This means being punctual for appointments. It also means observing good personal hygiene, and carefully following medical advice. **See attachment A for Patient Rights and Responsibilities.**

### **FOR AN APPOINTMENT TO SEE MEDICAL ADMINISTRATION:**

Send an "Inmate Request to Staff Member" form to the Health Services Department. Explain the reason for requesting the appointment.

The Health Services Administrator has "open house" every Tuesday morning at 6:30am in the Health Services Department.

### **ROUTINE MEDICAL APPOINTMENTS** (Sick Call)

To make a routine appointment, bring your Commissary ID Card and report to the Health Services Department between the hours of 6:15 A.M. and 6:30 A.M., Monday, Tuesday, Thursday, and Friday, except for holidays. You will be given a triage form to complete regarding your medical complaint. A medical staff member will conduct triage of your complaint. If an appointment is required, you will be given an appointment slip with the date and time you are to report back for further evaluation. Appointments will be assigned in accordance with the Bureau of Prisons Triage Guidelines. You will need to give your detail supervisor the appointment slip so that he/she can make arrangements for your medical appointment. Sick call appointments coincide with the institution open movements, therefore no pass is required. You should report to Health Services within five minutes of your appointment.

### **CHRONIC CARE APPOINTMENTS**

During your intake physical all medical conditions will be assessed by the Health Services staff to determine if your medical conditions require regular monitoring. If so, you will be placed into a chronic care clinic for your specific condition. **Every 6 months** you will be placed on call-out for clinic. During this clinic visit your condition will be assessed and you will be prescribed medications, testing ordered and if needed restrictions given. Your clinic visit is very important because this allows for both you and our staff to assess the success of your treatment plan or make adjustments as needed. When you come to a clinic visit, you will need to bring all of your medications and restriction documentation.

### **DENTAL APPOINTMENTS**

As part of the Admission and Orientation process, you will be seen in the dental clinic for a full dental exam. If follow-up appointments are needed as a result of your condition, they will be made at that time. If routine dental treatment is needed, you will need to submit an Inmate to Staff Request. Dental problems may occur during your stay here, and in the event you need to see the Dentist, please report to sick call and make an appointment. You may request other dental services, such as annual checkups, cleaning, etc., through an "Inmate Request to Staff Member" form addressed directly to the Dentist.

## **Health Services (cont.)**

### **INMATE CO-PAY**

A \$2.00 co-pay fee will be deducted from your trust fund account for each time you seek medical or dental attention:

Co-pay is charged for: Sick call appointments  
Dental sick call  
Dental x-rays  
Inmate requests to see the physician without a referral from the MLP

You will NOT be charged for Chronic Care Clinic visits, referrals to a consultant or outside facility.

### **PHARMACY**

#### **MEDICATION (PILL LINE) TIMES:**

You may be required to take medication as a result of your medical condition. In order to receive your medication, it may be necessary for you to report to Health Services at one or more times during the day. If you are prescribed with pill line medication(s) please be sure that you have your ID card. You must have your ID card before medication will be given to you. The times medications are dispensed are as follows:

#### **FCI & FPC**

6:15 A.M. -	FCI & FPC pill line medications only
11:15 A.M. - 12:00 P.M.	- FCI pick-up prescriptions only
3:15 P.M. - 3:30 P.M.	- FPC pill line
	FPC will have pick-up prescriptions at the evening pill line only
5:00 P.M. - 5:30 P.M.	- FCI pill line medications only

#### **MEDICATION REFILLS:**

When you need a refill of a medication, you will fill out the refill request form and place it into the refill box located outside the pill line window in Health Services. Do NOT put your empty pill bottle or tubes in the box. You need to put the refill in the box by 7:30am in order to receive your refill the next day. If you take chronic (i.e. high blood pressure) medications, plan ahead to ensure you do not run out of medication over the weekend. The pharmacy does not do refills on the weekend or holidays.

### **ID CARDS ARE REQUIRED FOR YOU TO RECEIVE MEDICATIONS**

#### **PHYSICAL EXAMINATIONS:**

Within the first 14 days at FCI Three Rivers, you will be given a complete physical examination. This will include Tuberculosis testing, visual and hearing tests, and immunizations (if required). Other tests may be ordered if medically necessary to ensure a proper assessment of your medical condition. Your name will appear on the call-out for your physical Wednesday. You will need to bring your ID card and any medications you are taking.

### **MEDICAL CARE LEVEL**

The BOP has developed a medical care level system to ensure inmates are placed in an institution that can provide them the necessary medical care. There are four care levels. FCI Three Rivers is a Care Level One institution, which allows inmates to have chronic medical conditions, but only if stable and require minimal monitoring. After your physical is completed you will be assigned a medical care level. If your care level is a 3 or 4 you will be transferred to a special institution designed for your medical needs. If you are a care level 2 your unit team will determine if you meet the criteria for transfer. Your care level may change throughout your incarceration if you experience new medical problems or injuries. If your care level changes you will be transferred to an appropriate institution to meet your needs.

## **Health Services (cont.)**

### **DUTY STATUS:**

When you have completed the A&O process, you will be assigned a medical classification for duty. Changes in your medical condition may require reclassification of your duty status during your incarceration. Temporary illness or recovery from medical problems may affect your duty status temporarily, when possible you will be cleared to return to work and/or school. The Health Services Department does not recommend job assignments. We provide physical limitations/restrictions only.

### **EYEGLASSES AND CONTACT LENSES:**

In order to be placed on the list to receive an examination for eye glasses, send an "Inmate Request to Staff Member" to Medical Records. You will be placed on the call-out for your appointment time. After your exam, you have two options to pick from for glasses. The Health Services Department can order glasses for you or you may purchase a pair from an outside source. If you choose to purchase your own glasses, you may request a copy of your eyeglass prescription from Health Services. Then your Unit Counselor will provide you with an "Authorization to Receive a Package" form that will be routed through Health Services for approval. All glasses will be valued at less than \$100.00. The glasses can not be designer style frames, nor have tinted lenses.

### **SAFETY ORTHOPEDIC SHOES:**

With a very few exceptions, all institutional job assignments require you to wear safety (steel toed) shoes on the job. The institutional shoe/boot meets job safety requirements. In the event you have a medical condition that requires special shoes, the Health Services Department will provide you with them.

### **OUTSIDE MEDICAL CONSULTATIONS:**

There are times when a medical condition may require treatment in a local hospital, a contracted physician's office, or a Federal Medical Center. Each referral for outside medical care is approved or denied by the Utilization Committee. You will be notified in writing of the committee's decision. If approved for outside medical care, we expect you to be a responsible adult and conduct yourself accordingly. Following treatment at a contract facility or a BOP Medical Center, you will be returned to FCI Three Rivers.

### **HIV TESTING:**

As part of the A&O process, you will receive detailed instructions about HIV and AIDS, how it is contracted, and how it is treated. One of the obvious reasons for testing for the HIV virus is to identify the disease early. Early detection assures the best medical care. Here are some other reasons for HIV testing:

Clinical Indications - Fungal infections of the mouth, persistent swelling of the lymph nodes, bleeding, unexplained weight loss or fevers.

Mandatory Testing - A percentage of the inmate population is tested. If your registration number appears on the random testing list, you will be placed on the call out for testing.

By policy, you will be counseled before the test and when you receive the results. Watch the call out for an appointment for post-test counseling. Test results are strictly confidential.

### **MEDICAL CALL-OUTS:**

Watch the call-outs every day to determine if you are scheduled for clinical appointments, laboratory, or X-Ray procedures, physical, dental clinic, or follow-up visits. Medical call-outs are mandatory. An incident report will be generated for failure to report for medical appointments.

## **Health Services (Cont.)**

### **EMERGENCY MEDICAL PROBLEMS:**

If you experience a medical emergency, contact any institution staff before going to Health Services. They will contact the medical staff for you. Medical staff are not always in the Health Services Unit. They may be at the Camp, or in other areas of the Institution.

**REMEMBER:** The quickest way to get emergency help is to notify the first Staff Member you see. Explain the situation and let him/her manage the problem from there. Medical staff will be contacted and you will be given instructions, or they will respond to your location with emergency medical equipment when necessary. Likewise, if you are aware of someone else in need of emergency medical care, notify a Staff Member immediately.

### **SPECIAL HOUSING UNIT (SHU) SICK CALL:**

Inmates confined in SHU will be offered sick call once a day by a health care provider. Dental services will be limited to dental emergencies only. Pill lines will be conducted twice a day (as necessary).

### **LIVING WILLS:**

Inmates who wish to have a living will, may contact a private attorney to prepare the documents at the inmates expense. Then the inmate can provide their living will to medical records, and it will be included in the inmate's medical record.

## **CORRECTIONAL SYSTEMS DEPARTMENT**

### **Contact with the Community and Public**

#### **Correspondence**

In most cases, you are permitted to correspondence with the public without prior approval or the maintenance of a correspondence list. Outgoing sealed mail is to be placed in the mailbox located outside the Health Services Unit. All outgoing mail, must contain your committed name(as indicated on your judgment in a criminal case), a register number, housing unit, complete return address in the upper left corner and a preprinted label for receiving address (with the exception of legal mail). You must assume the responsibility for the contents of all of your mail. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal Laws.

Inmates may be placed on restricted correspondence status based on misconduct or a matter of classification. You will be notified of this placement and provided any opportunity to respond.

Mail service is not provided at the institution on weekends and/or federal holidays.

#### **Incoming Correspondence**

First class mail to include newspapers and magazines is distributed Monday through Friday with the exception of federal holidays by the evening watch officer in each housing unit. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

Non-special certified mail is issued by mail room staff, for issuance, you will be placed on callout/truview each Tuesday through Friday for 8:30 A.M. On Fridays and the day prior to a federal holiday, you will be located by mail room and/or unit staff.

To aid in the prompt delivery of your mail, please advise those writing to you to list your committed name as reflected on your judgment in a criminal case, your register number and unit on the envelope.

All packages received at the institution must have prior authorization.

## **Correspondence (cont.)**

### **Incoming Publications**

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term “publication” means, a book or a single issue of a magazine or newspaper.

Newspapers and magazines can only be received from the publisher. Soft cover publications for example, (paperback books, newspaper clippings, magazines, and other similar items) and hard cover books can only be received from the publisher, book club or a book store. The sender’s address shall clearly be identified on the outside of the package.

The accumulation of publications will be limited to 10 magazines, five books, and two newspapers. These must be neatly stored in the locker in your room due to sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of Bureau of Prisons institutions;
- It depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs;
- It depicts, describes or encourages activities which may lead to the use of physical violence or group disruption;
- It encourages or instructs in the commission of criminal activity;
- It is sexually explicit material which by its nature or content poses a threat to the security, good order, or discipline of the institution, or facilitates criminal activity.

### **Special Mail**

"Special Mail" means correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the Bureau of Prisons), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers) and State Courts, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys, and representatives of the news media.

“Special Mail” also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. For incoming correspondence to be processed under the special mail procedures (see §§540.18-540.19), the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate.”

An inmate is expected to use the special mail privilege responsibly. It is your responsibility to take your special mail to the mail room with your ID card during the 9:30 am movement for FCI inmates.

## **Special Mail (cont.)**

Special mail is issued and opened by Correctional Systems Department (Mail Room) staff in the inmate's presence. For issuance, you will be placed on the **call-out/truview each Tuesday through Friday for 8:30 A.M. On Fridays and the day prior to a federal holiday, you will be located by Mail Room and/or unit staff for issuance of the legal / special mail.**

Each envelope will be checked for contraband and to ensure the documents contained qualifies for the special mail privilege. The mail will not be read or copied if the sender has accurately identified himself/herself on the outside of the envelope and the front of the envelope clearly indicates the correspondence is "special mail, open in the presence of the inmate, attorney/client mail." Without proper markings as special mail, the staff member may treat the mail as general correspondence. In this case, the mail may be opened, read and inspected.

## **Correspondence Between Confined Inmates**

An inmate may be permitted to correspond with an inmate confined in any other penal or correctional institution if the other inmate is either a member of the immediate family, or is a party or witness in a legal action in which both inmates are involved.

The appropriate Unit Manager at each institution must approve the correspondence procedures if both inmates are housed in federal institutions. When denying an inmate's request to correspond, the Unit Manager will document the reason(s) for the denial.

The Warden's of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances.

## **Rejection of Correspondence**

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

- Matter which is non-mailable under law or postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business(prohibited act 408). A sentenced inmate may not direct a business while confined.

## **Notification of Rejection**

The Warden will give written notice to the sender concerning the rejection of publications. The sender of the rejected publication may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it, and you also have the right to appeal the rejection.

Statutory restrictions require return of commercially published material which is sexually explicit or features nudity. All commercially published material will be processed for rejection by Mail Room staff. A notice of rejection will be prepared and forward to each effected inmate.

## **Certified / Registered Mail**

Inmates desiring to use certified, registered or insured mail may do so. You can contact your Counselor for assistance to ensure you apply adequate postage for all services requested. Usage of services by inmates for outgoing mail such as express mail, private carrier services, COD, or stamp collecting while confined are not authorized by policy.

## **Correspondence (cont.)**

### **Inmate Funds**

Funds being mailed to inmates must be sent to the Federal Bureau of Prisons' national LockBox. If you wish to have funds sent to you from family members, friends, or others, they must be sent to the following address:

Federal Bureau of Prisons  
Insert Inmate Name  
Insert Register Number  
Post Office Box 474701  
Des Moines, Iowa 50947-0001

### **Release**

### **Sentence Computation**

The Designation & Sentence Computation Center (DSCC) in Grand Prairie, Texas is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation after it is certified by DSCC staff. Any questions concerning good time, prior custody credit, parole eligibility, release dates, from federal sentence and terms of supervision are resolved by CSD staff upon request during **open house hours each Tuesday and Thursday at the 9:25 A.M. move, or by usage of a "Cop-Out."**

### **Fines and Costs**

In addition to a term of incarceration, the Court may impose a committed or non-committed fine and/or other costs. A committed fine means the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine or qualifies for release under the provisions of Title 18 U.S.C. Section 3569(paupers' oath).

Non-committed fines have no condition of imprisonment. However, if the non-committed fine has not been paid in full prior to release, the inmate must agree in writing, to adhere to an installment schedule after release. The Bureau does not schedule installment payments for fines to be paid during the term of supervised release. The inmate shall not be released on supervised release and shall remain confined until he pays the fine in full or agrees to adhere to an installment agreement.

### **Warrants**

Warrants(or certified copies of warrants) based on pending charges, overlapping concurrent, consecutive or unsatisfied sentences in federal, state or military jurisdictions will be accepted for placement of detainees. Detainers and untried charges can have an effect on institutional programs. Therefore, it is of utmost importance that you initiate the effort to ensure they are resolved. CCC(halfway house) placement will not be considered if you have any unresolved charges, unpaid fines or court costs, and/or unpaid child support which may result in a warrant being issued for your arrest.

State detainees may be processed under the procedures of the Interstate Agreement on Detainers (IADA). IADA applies to all detainees based on any untried pending charges which have been lodged against an inmate by a "member" state. For an inmate to request resolution of the untried charges, a warrant must be lodged with the institution. If the inmate is aware of a pending charge and/or warrant, it is important for him to notify CSD staff or he may choose to try to resolve it through the district attorney or the court prior to a detainer being lodged. Note: Louisiana, Mississippi, and the Commonwealth of Puerto Rico are not "member" states and do not participate in the IADA.

Detainers for probation and/or parole violation cannot be resolved through the IADA. However, the agency can request custody of the inmate by issuance of a state writ.



## **Release (cont.)**

### **Good Conduct Time**

The Comprehensive Crime Control Act became law on November 1, 1987. The two most significant changes in the sentencing statute deal with good time and parole issues.

- Good conduct time of 54 days for each full year served, applies to inmates whose offense was committed on or after November 1, 1987.
- There are no provisions for parole under the new law.

### **Sentence Computations (Old Law - Pre-CCCA 1984)**

This applies to inmates sentenced for an offense committed prior to November 1, 1987. In most cases, these individuals will receive statutory good time and may earn extra good time. Additionally, these individuals may be eligible for parole. Due to the diminishing numbers of these cases, an in depth discussion will not be provided. Any questions in relation to your sentence computation, statutory good time, extra good time or parole eligibility dates should be addressed with **CSD** staff during **open house hours each Tuesday and Thursday at the 9:25 A.M. move, or by usage of a “Cop-Out”**. All questions regarding parole hearings should be addressed with your Case Manager.

### **Inmate Account Cards**

If you lose or misplace your inmate account card you are responsible for purchasing a new one by submitting an Inmate Request to Staff Member (Cop- Out) form to your assigned Unit Team. Your Unit Team will verify your need for a new card, at which time you will submit a money withdrawal form in the amount of \$5.00. The Unit Team will forward the withdrawal form to the Business Office and the Business Office will notify the **CSD** Office once the money has been withdrawn from your inmate account. You can pick up your new card in R&D during regular open house hours. If your card is worn out or unuseable, you can exchange it at no cost during regular R&D open house hours.

### **Inmate Work Assignments**

Once you have completed A&O and are medically cleared, you will be placed on a work detail. You will be assigned by institutional need. Once you have been assigned to a job detail, you must remain on that detail ninety (90) days before requesting a job change.

### **Community Treatment Center Transfers**

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a Community Corrections Program. Inmates who are in need of assistance should request this at your assigned Unit Team review.

### **Community-Based Residential Programs**

The Community-Based Residential Programs available include both typical community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. For further information concerning these programs contact your Unit Team.

## **Executive Clemency**

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant Executive Clemency by Pardon, Commutation of Sentences, or Reprieves. A Pardon is an executive act of grace that is a symbol of forgiveness. It does not indicate innocence nor does it expunge the record of conviction. A Pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A Pardon may have conditions imposed upon it or it can be "absolute," which is without conditions of any kind. A Pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of Executive Clemency include Commutation of Sentences (a reduction of a sentence imposed after a conviction), and a Reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

## **Access to Legal Services and other Documents**

### **Attorney Visits**

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and availability of staff. Attorney visits will be subject to visual monitoring, but not auditory monitoring.

### **Law Library**

The Law Library is located in the Education Department, and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library hours of operation are posted in the Education Department.

### **Notary Public**

Ordinarily the unit secretaries are authorized to verify documents. **Due to a recent change in the law, the following statement "true and correct under the penalty of perjury" will be indicated on any paper signed by an inmate.** This statement will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise.

### **Copies of Legal Materials**

In accordance with institution procedures, you may copy materials necessary for research or legal matters. Copies may be made during Law Library hours on the copy machines provided. An inmate's commissary card is used to make legal copies in the Law Library. Copies are paid for by the inmate using his commissary card.

### **Small Claims for Property Damage or Loss**

**An inmate may file a claim under 31 U.S.C. 3723.** If you feel your personal property was lost or damaged, or you received a personal injury as the result of an act or omission of a United States Government employee, you may file a claim under the Federal Tort Claims Act (FTCA). To file an FTCA claim, you must submit Form BP-A0943. This form, as well as the correct address to file the claim, are available through the Unit Counselor or the Law Library.

### **Freedom of Information/Privacy Act of 1974**

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) will be processed through the Freedom of Information Act, 5 USC 52.

## Access to Legal Services and other Documents (Cont.)

### **Inmate Access to Central Files**

An inmate may request review of disclosable portions of his Central File (including the Presentence Report and/or Summary) by submitting a written request to the inmate's Case Manager. Institution staff will permit the review of the central file under procedures established locally. The inmate may obtain copies of certain documents from the Central File after submitting a written request to the inmate's Case Manager.

### **Inmate Access to Other Documents**

An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

### **Problem Resolution Inmate Requests to Staff Member**

The Bureau form BP-Admin-70, commonly called a "Cop-out," is used to make a written request to a Staff Member. Any type of request can be made with this form. "Cop-outs" may be obtained in the housing units from the Correctional Officer on duty. Staff Members who receive a "Cop-out" will answer the request in a "reasonable" period of time.

### **Administrative Remedy Process**

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, you can resolve a problem informally by contact with staff members through a "Cop-out." When an informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

Program Statement 1330.13, Administrative Remedy Program, outlines the filing requirements and time limits. According to institution procedures, **if you are appealing a UDC decision, you must first submit a Request for Administrative Remedy (BP-9).** A copy of this Program Statement is available in the Law Library. Inmate appeals will not be accepted through inmate mail.

## **CORRECTIONAL SERVICES AND SECURITY ISSUES**

### **Security Procedures**

#### **Counts**

One of the first realities of institutional life is the Count. It is necessary for the staff to count inmates on a regular basis. During a Count, you are expected to stay quietly in your cell until the Count is announced as clear. You are expected to be in your room or cubical during Official Counts.

Official Counts will ordinarily be taken at 12:00 Midnight, 3:00 A.M., 5:00 A.M., 4:00 P.M. (stand-up), and 9:30 P.M. On Saturday, Sunday, and Holidays, a **stand up** count is held at 10:00 A.M. **Showers will remain open until 9:15 PM and close for the 9:30 PM count.**

## CORRECTIONAL SERVICES AND SECURITY ISSUES (Cont.)

### Security Procedures (Cont.)

#### **Counts (Cont.)**

Staff will take disciplinary action if you are not in your assigned area during a count. Disciplinary action will also be taken for leaving an assigned area before the count is cleared. You must actually be seen at all counts, even if you must be awakened.

### MOVEMENT:

#### **Controlled Movement:**

Controlled movements are established to provide for the orderly movement and supervision of inmates throughout the institution. During controlled movements, inmates will have a 10 minute time period on the hour to move from one area of the institution to another. During normal working hours, scheduled movements will be utilized. The following is the schedule for controlled movements:

Monday thru Friday	Saturday and Sunday
6:15 A.M. - Pill line / Sick Call (no Sick Call on Wednesdays)	
6:45 A.M. - 5 minute Recreation Move	7:30 A.M. - 5 minute move
7:30 A.M. - UNICOR/Facilities work call	8:25 A.M. - 10 minute move
7:40 A.M. - Education/Recreation work call	9:25 A.M. - Yard Recall
8:25 A.M. - 10 minute move	12:55 P.M. - 10 minute move
9:25 A.M. - 10 minute move	1:55 P.M. - 10 minute move
10:25 A.M. - Yard recall	2:55 P.M. - 10 minute move
Monday thru Friday	Saturday and Sunday
11:45 A.M. - UNICOR/Facilities work recall	3:25 P.M. - Yard recall
12:30 P.M. - 5 minute Education move	5:00 P.M. - 5 minute Recreation/Pill Line move
1:55 P.M. - 10 minute move	6:55 P.M. - 10 minute move
3:10 P.M. - Yard recall	7:55 P.M. - 10 minute move
5:00 P.M. - 5 minute Recreation Pill Line move	8:25 P.M. - Yard recall
6:55 P.M. - 10 minute move	
7:55 P.M. - 10 minute move	
8:25 P.M. - Yard recall	

**\*\*Work recall will be conducted approximately 40 minutes after each work department is released for the meal.**

During the 10:25 A.M. recall, all inmates on the recreation yard, Chapel, and hobbycraft will report back to their Units. All inmates on work passes will report back to their detail supervisor in preparation for the lunch meal. Food Service workers assigned to the 10:30 A.M. shift will report during this move. Unit Officers will secure their doors until notified to release their inmates for the lunch meal by a Lieutenant.

#### **Contraband**

Contraband is defined as any item or thing **not** authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

## **CORRECTIONAL SERVICES AND SECURITY ISSUES (Cont.)**

### **Security Procedures (Cont.)**

#### **Shakedowns**

Any staff member may search your room to retrieve contraband or stolen property. It is not necessary for you to be present when your room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

#### **Fire Prevention and Control**

Fire prevention and safety are everyone's responsibility. You are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made by qualified professionals.

### **Visiting**

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are:

Saturday, Sunday and Federal Holidays 8:15 A.M. to 3:00 P.M.

New inmates will be asked to submit a visiting list to their Unit Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) and other relations and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made to the Counselor at least three weeks in advance of the intended visit. You are allowed six (6) visitors at any one time. Special visits will be processed by a member of your Unit Team.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking is allowed only on arrival and departure.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean (only institutional issued clothing). Institutional shoes must be worn.

### **OTHER APPLICABLE REGULATIONS:**

**Inmate Property Authorized:** The inmate will not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one white handkerchief and photo tickets purchased at the Commissary. Inmates are not allowed to exit the Visiting Room with or items purchased from the vending machines. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and will remain at the officer's desk.

**Visitor Attire:** Visitors are expected to use good judgement and taste in their dress, persons who come dressed immodestly and / or provocatively dressed may be denied the privilege of visiting. Dresses, skirts, or Bermuda shorts may not be worn more than two (2) inches above the knees at any time. No portion of the breast may be exposed. The wearing of t-shirts or other form fitting clothes by female visitors are prohibited. Prohibited clothing items include, but are not limited to: see-through; fish net; form fitting ( Lycra or Spandex); low-cut backless; sleeveless; and strapless blouses; athletic shorts; sweat pants; halter tops; swim wear; clothing which exposes the midriff portion of the body, and other revealing clothing items. The wearing of khaki, orange and camouflage and any type of club, gang, or other organization symbols is strictly prohibited. Tight, provocative dress is not acceptable at any time in the visiting room. The wearing of prohibited clothing items under coats or jackets is also prohibited. During inclement weather, a light jacket or coat may be worn.

## **CORRECTIONAL SERVICES AND SECURITY ISSUES (Cont.)**

### **Visiting (Cont.)**

**Visitor's Prohibited Items:** Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. No food items, chewing gum, or medication are permitted in the Visiting Room, with the exception of nitroglycerine tablets. Prohibited items include but are not limited to the following items: large handbags, umbrellas, instant type photos, photo albums, film, cameras, radios, blankets, television sets, pocket knives, electronic games/toys, personal papers or legal documentation, newspapers, magazines, books, chewing gum, pens, pencils, eating and drinking utensils, thermos sports bottles, sunglasses (except prescription sunglasses), luggage, packages, tape players, tape recorders, are allowed (see exceptions for tape recorders under "Attorney Visits"). A visitor may take one clear plastic container, measuring no larger than 10"x10"x12" with no more than \$20 into the Visiting Room. A visitor is not to bring any items into the Visiting Room to give to inmates. See **Attachment B, "Unauthorized Visitation Items."**

**Visitors Children:** Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. Visitors should not lay down or sleep anywhere in the visiting areas. Children under the age of 16 years old may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made through special approval by the Warden.

**Infant Care Items:** Infant care items for visitors with infant children will be limited for security reasons. Premixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, four (4) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. are not permitted. There are no areas designated for children only. Children may not take in toys, books, cards, dolls, crayons or games, including electronic devices. Diaper bags will be permitted only for visitors with small infants and it must be clear plastic. Mothers who breast-feed must have a small blanket or other type of covering to ensure the breast is not exposed during nursing.

You may retain the following items upon entry to the visiting room:

- One comb
- One religious medal with chain
- One plain (smooth) wedding band
- Prescription eyeglasses

**Visitor Identification:** Visitors must have valid proof of their identity with them such as a drivers license, state identification card, or passport. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. All visitors will be screened for metallic contraband by the use of a walk-through metal detector and / or hand held metal detector. Visitors will not be allowed to remove any article of clothing with the exception of shoes, coats, belts, watches, glasses or jewelry in order to pass the metal detector. It is recommended that the wearing of jewelry be limited as all metallic items will need to be removed to pass through the metal detector. Under wire bras are not authorized and will not be allowed to be removed prior to visit. Any person who fails to pass metal detector screening will be denied entrance.

**Legal Visits:** Attorney visits will take place during regular business hours and are subject to approval in advance by the Warden. The Unit Team will be responsible for providing adequate supervision for attorney visits.

**Special Visits:** Special visits for family emergencies or other highly unusual circumstances are not routinely approved. However, a special visit must be authorized in advance by the Warden.

**INMATES' RIGHTS AND RESPONSIBILITIES**  
**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

In order to provide a safe and orderly environment, it is necessary to have rules and regulations. To make you aware of these rules and regulations, several tables are included in Program Statement 5270.07, "Inmate Discipline and Special Housing Units," and are available in the Inmate Law Library.

**Disciplinary Procedures**

**Investigating Officer** - The term investigating officer refers to an employee of supervisory level who conducts the investigation concerning alleged charge(s) of inmate misconduct. The investigating officer may not be the employee reporting the incident, or one who was involved in the incident in question.

**Unit Discipline Committee (UDC).** The term Unit Discipline Committee (UDC) refers to one or more institution staff members delegated by the Warden the authority and duty to hold an initial hearing upon completion of the investigation concerning alleged charge(s) of inmate misconduct. The Warden shall authorize these staff members to impose minor sanctions (G through P) for violation of prohibited act(s).]

**Discipline Hearing Officer (DHO).** This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings and who imposes appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by § 541.15 before the UDC.]

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau Rules and Regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). It is to your advantage to read and know the Program Statement 5270.07, "Inmate Discipline and Special Housing Units." You can obtain a copy of the entire Program Statement from the Law Library. **See Table 3, "Prohibited Acts and Disciplinary Severity Scale."**

**DURING EMERGENCY SITUATIONS, YOU ARE TO FOLLOW THE ORDERS OF STAFF. TO ENSURE THE SAFETY OF ALL, THESE ORDERS MUST BE FOLLOWED IMMEDIATELY WHEN GIVEN.**

**DIRECTIONS TO FCI THREE RIVERS**

**from San Antonio**

Take I-37 South for approximately 1 hour, 75 miles.

Take the Hwy 281, Three Rivers/Alice exit.

Travel for approximately 3 miles to the town of Three Rivers.

At the 3<sup>rd</sup> traffic light turn right and travel approximately 8 miles. The facility will be on the left.

**from Corpus Christi**

Take I-37 North for approximately 1 hour, 75 miles.

Take the Hwy 72, Three Rivers/Kenedy exit.

Turn left, heading west, for approximately 3 miles

At the traffic light turn left

At the second traffic light turn right and travel approximately 8 miles. The facility will be on the left.

**See Attachment D for Map**

**Local Public Transportation is Not Available.**

**Important Addresses**

FCI/SCP Three Rivers  
P.O. Box 4000 (Inmate Address P.O. Box 4200)  
Three Rivers, TX 78071

Federal Bureau of Prisons  
South Central Regional Office<sup>2</sup>  
4211 Cedar Springs Rd., Suite 300  
Dallas, TX 75219

Bureau of Prisons  
Central Office  
320 First St., N.W.  
Washington, D.C. 20534

United States Parole Commission  
5550 Friendship Blvd., Suite 420  
Chevy Chase, MD 20815

**Conclusion**

Hopefully this information will assist you in your first days at FCI Three Rivers. You should feel free to ask any staff member for assistance, particularly your Unit Staff.



## ATTACHMENT A

### Health Care Rights and Responsibilities

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers.

Your Health Care Rights:	Your Responsibilities:
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i> .
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.

## ATTACHMENT A

### Health Care Rights and Responsibilities (Cont.)

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

## ATTACHMENT B

### UNAUTHORIZED VISITATION ITEMS

#### CLOTHING NOT AUTHORIZED (TO INCLUDE CHILDREN AGES 4 AND OVER):

1. Dresses, skirts, or mini-skirts with long slits in the middle or side;
2. Mini-skirts or wrap around skirts;
3. Sleeveless, strapless or bareback blouses or dresses;
4. Tight, form-fitting or see through clothing. This includes see through shirts with a shirt underneath;
5. Deep v-neck blouses, shirts or dresses;
6. Shorts or skirts more than two (2) inches above the knee;
7. Caps, hats, and scarves of any kind;
8. Long coats, sweaters and jackets that have hoods attached or extend below the knee;
9. Clothing of any type which would symbolize gang activity or gang affiliation;
10. Halter tops or midriff shirts. Shirts will be tucked in or belted for all visitors ages 4 and over;
11. Fish net shirts, pants or any other clothing item;
12. Lycra or spandex clothing;
13. Athletic shorts/sweat pants (cloth material)/wind suits; Athletic Jerseys
14. Swimwear;
15. Slippers;
16. Shower shoes or "flip flop" type shoes.
17. Any clothing Khaki, Orange or Camouflage in color
18. A **jacket cannot cover up an unauthorized shirt.**
19. All metal items which will not clear the metal detector. Including body piercing, excess metal on clothing, and underwire in bras.

#### ITEMS NOT AUTHORIZED

- a. Weapons, ammunition, pocket knives, handcuffs, handcuff keys of any type;
- b. Cosmetics of any kind;
- c. Electronic devices, games and toys of any kind;
- d. Cigarette packages, cigarette lighters, pipes and chewing tobacco;
- e. Photos, albums and photographic material;
- f. Radios, cassettes, walkmans and any recording devices;
- g. no more than three (3) baby bottles with milk or formula;
- h. no more than four (4) baby diapers;
- i. no more than one receiving blanket per child ages 0-12 months;
- j. Glass containers and cans;
- k. Baby powder, ointments and creams;
- l. Purses, Wallets, change bags, baby wipe containers and diaper bags that are not see through;
- m. Pens, pencils, stationary and papers of any type;
- n. Magazines, books, and the Bible;
- o. Sunglasses;
- p. Umbrellas;
- q. Candy, gum or food items of any type;
- r. Eating and drinking utensils;
- s. Baby carriers and strollers.

#### **Visitation Hours**

##### **Saturday, Sunday & all Federal Holidays**

**8:00 a.m. - 3:00 p.m.**

(Cut off time 2:00 p.m.)

6 Persons allowed in at one time.

\$20.00 per person limit, no \$20.00 dollar bills.

**TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**  
**GREATEST CATEGORY**

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

<b>CODE PROHIBITED ACTS</b>		<b>SANCTIONS</b>	
100	Killing	A.	Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B.	Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C.	Disciplinary Transfer (recommend).
		D.	Disciplinary segregation (up to 60 days).
		E.	Make monetary restitution.
		F.	Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	G.	Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]
105	Rioting		
106	Encouraging others to riot		
107	Taking hostage(s)		
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)		
109	(Not to be used)		
110	Refusing to provide a urine sample or to take part in other drug-abuse testing		
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff		

**[TABLE 3 (Cont'd)]**  
**GREATEST CATEGORY (Cont'd)**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
		Sanctions A-G]
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.	

**[TABLE 3 (Cont'd)]**  
**HIGH CATEGORY**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.  B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person	
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary Transfer (recommend).
205	Engaging in sexual acts	D. Disciplinary segregation (up to 30 days).
206	Making sexual proposals or threats to another	E. Make monetary restitution.
207	Wearing a disguise or a mask	F. Withhold statutory good time]
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	G. Loss of privileges: commissary, movies, recreation, etc.  H. Change housing (quarters)  I. Remove from program and/or group activity
209	Adulteration of any food or drink	J. Loss of job
210	(Not to be used)	K. Impound inmate's personal property
211	Possessing any officer's or staff clothing	L. Confiscate contraband
212	Engaging in, or encouraging a group demonstration	M. Restrict to quarters]
213	Encouraging others to refuse to work, or to participate in a work stoppage	
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	
216	Giving or offering an official or staff member a bribe, or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	

**[TABLE 3 (Cont'd)]**  
**HIGH CATEGORY (Cont'd)**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	Sanctions A-M
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter or military exercises or drill (except for drill authorized and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable.	

**[TABLE 3 (Cont'd)]**  
**MODERATE CATEGORY**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
306	Refusing to work, or to accept a program assignment	C. Disciplinary Transfer (recommend).
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	D. Disciplinary segregation (up to 15 days). E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.
308	Violating a condition of a furlough	J. Loss of job.
309	Violating a condition of a community program	K. Impound inmate's personal property.
310	Unexcused absence from work or any assignment	L. Confiscate contraband. M. Restrict to quarters.
311	Failing to perform work as instructed by the supervisor	N. Extra duty.]
312	Insolence towards a staff member	



**[TABLE 3 (Cont'd)]**  
**MODERATE CATEGORY (Cont'd)**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
313	Lying or providing a false statement to a staff member.	Sanctions A-N]
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	

**[TABLE 3 (Cont'd)]**  
**MODERATE CATEGORY (Cont'd)**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N]
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable.	

**[TABLE 3 (Cont'd)]**  
**LOW MODERATE CATEGORY**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be Used	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	E. Make monetary restitution.
		F. Withhold statutory good time.
408	Conducting a business	G. Loss of privileges: commissary, movies, recreation, etc.
409	Unauthorized physical contact (e.g., kissing, embracing)	H. Change housing (quarters).
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	I. Remove from program and/or group activity.
		J. Loss of job.
		K. Impound inmate's personal property.
		L. Confiscate contraband.
		M. Restrict to quarters.
		N. Extra duty.
		O. Reprimand.
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	P. Warning.

**[TABLE 3 (Cont'd)]**  
**LOW MODERATE CATEGORY (Cont'd)**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u> ) This charge is to be used only when another charge of low moderate severity is not applicable.	Sanctions B.1 through P
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	

**NOTE:** Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.